

C.I.G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010022-9

UNCLASSIFIED

1 of 1

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

MEMORANDUM
NO. [REDACTED]

29 July 1947

SUBJECT: Military and Civilian Service Record

1. All military and civilian personnel on duty within Continental U.S. and its possessions will be required to complete Military and Civilian Service Record, Form 37-21, upon entrance on duty in C.I.G. or whenever changes in status or assignment occur.

2. Civilian Personnel Employed Within Continental U.S. and Its Possessions

a. Personnel Branch, A & M will:

- (1) Obtain from each new employee a completed Form 37-21 as part of the EOD procedure. The Transactions and Records Division will mark each such form "New Appointee" and indicate EOD date.
- (2) Attach a copy of Form 37-21 to each Notification of Personnel Action (WD Form 50) whenever any change in status or assignment occurs. The Transactions and Records Division will mark each such form "Change in Status", indicate effective date of change, and transmit to the employee concerned with instructions for completion and return.
- (3) Forward all Forms 37-21 after completion by employees to Reference Branch, ORE.
- (4) Transmit a weekly list of separated employees to the Reference Branch, ORE, giving name of employee, date of separation, and Office, Branch and Division from which separated.

b. The Medical Services Division, Personnel Branch, A & M, will provide the Reference Branch, ORE, with a weekly report, by name, of physical acceptability of newly appointed civilian employees.

3. Military Personnel on Duty in C.I.G. Within Continental U.S. and Its Possessions

a. The appropriate Military Command will:


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- 1 -

- 2 -

- (1) Obtain from each newly assigned military personnel immediately upon reporting for duty in C.I.G., a completed Form 37-21, marking each such form "Newly Assigned" and indicating EOD date.
- (2) Procure a new Form 37-21 from the individual concerned whenever any changes in status or assignment occur, marking each such form "Change in Status" and indicating effective date of change.
- (3) Forward the completed Forms 37-21 to the Reference Branch, ORE.
- (4) Submit a weekly report to the Reference Branch, ORE, of separations of military personnel, giving name, date of separation, and Office, Branch, and Division from which separated.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for
Administration and Management

STATINTL

ATTACHMENTS: None

DISTRIBUTION: A